



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 16901 - Partnership & Liaison Officer Visits Team - GS-13

Salary Range: \$79,720 - \$123,234 (not applicable for detailees)

Vacancy Open Period: 05/22/2017 – 05/23/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: PE/FRGN

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:



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- Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

PARTNER ENGAGEMENT COMPONENT MISSION The mission of the Office of the Assistant Director of National Intelligence for Partner Engagement (ADNI/PE) is to “Advance partnerships and responsible intelligence and information sharing to enhance decision-making” while we lead and effectively manage a diverse and highly skilled workforce; strengthen partnerships to enable integration, promote mutual understanding, and support accountability; promote interoperable capabilities to drive intelligence and information sharing while protecting privacy, civil liberties, and civil rights; optimize intelligence and information sharing to identify and address threats and opportunities; and develop and implement repeatable business practices to support PE decision making and achieve mission performance.

Major Duties and Responsibilities (MDRs)

- This position provides significant opportunity for a high performing mid-level government employee with good understanding of intra-government, interagency, and foreign mission partners and strong interest in directly supporting VIP visits with, and trips for, the DNI and Principal Deputy DNI. The applicant will have exciting and demanding opportunities to lead and support priority events as this applicant works with a small team to support hundreds of critical, high visibility annual visits and trips for the ODNI’s senior leadership.
- The Partner Engagement work environment is fast paced, with a broad span of responsibilities; often demanding schedule; rapidly changing visit and trip requirements; and relatively unstructured as each visit and trip requires a tailored approach. This opportunity provides the applicant with a rare direct interaction support role with the IC’s most important mission partners. Specifically, the applicant will:
- Receive, research, summarize and coordinate foreign and U.S. liaison meeting requests with Office of the Director of National Intelligence (ODNI) Office of Partner Engagement, National Intelligence Managers (NIM), National Intelligence Council and other relevant offices to determine appropriate ODNI host and response.
- Research, write and submit formal scheduling requests to ODNI Senior Leadership for meetings with foreign liaison; monitor response progress, coordination, and collaboration; track progress and respond to requestor in timely manner.



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- Research, write and distribute tasking memoranda to Intelligence Community (IC) elements to request talking points, background material and other briefing materials in support of ODNI Senior Leadership meetings with foreign and U.S. liaison in Washington and while on travel.
- Research, manage, summarize and maintain records of all relevant details and related action taskings associated with meetings between ODNI Senior Leadership and foreign and U.S. liaison; provide project status and reporting in databases and management tracking.
- Receive, coordinate, organize and file essential talking points, background information and briefing material documents in support of ODNI Senior Leadership meetings with foreign and U.S. liaison in Washington and while on travel.
- Coordinate and/or invite meeting participants (internally and externally) for meetings between ODNI Senior Leadership and foreign U.S. liaison; coordinate all aspects of foreign and U.S. liaison visitor access to ODNI or other government buildings where meetings may be held.
- Receive, review and prepare responses to email, telephone calls, cable messages, correspondence, action items, and taskings; monitor response progress, coordination, and collaboration; track progress against actions from internal and external sources.
- Support supervisor with coordination of ODNI Senior Leadership international and domestic travel coordination, communication with the field, schedule development, taskings, and briefing book preparation.

Mandatory and Educational Requirements

- Familiarity with protocol and scheduling procedures for VIP foreign visitors, and the ability to exercise tact and diplomacy in coordinating visits from and greeting foreign and U.S. officials.
- Familiarity working with ODNI partners including foreign, military, federal, state, local, tribal entities, and/or private sector partners.
- Ability to anticipate requirements, demonstrate initiative, and seek/follow guidance and perspective.
- Familiarity with the ODNI and IC (e.g. intelligence policy, IC missions, and interagency coordination) and ability to build and sustain effective working relationships and promote the sharing of information with partner organizations.
- Ability to manage sensitive matters and/or complex problems, make key contributions to group efforts, and exercise appropriate leadership and initiative.
- Excellent interpersonal, organizational, and problem-solving skills, including demonstrated ability to work effectively both independently and in a team or collaborative environment.



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- Ability to listen to, clarify, and communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (*Monica C.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



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- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (*Monica C.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov



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Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**